

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY (MANPOWER AND RESERVE AFFAIRS)
SOUTH CENTAL CIVILIAN PERSONNEL OPERATIONS CENTER
JOHN J. SPARKMAN COMPLEX
BUILDING 5304
REDSTONE ARSENAL, AL 35898-5222

RECRUITMENT BULLETIN

RECRUITMENT BULLETIN NUMBER: SCAHSTUDENT06

OPENING DATE: 13 March 2006

CLOSING DATE: 17 March 2006

POSITION AND LOCATION: General Clerk, GS-0303-01
US Army TACOM, Anniston Army Depot (various locations)
Anniston, AL 36201-4199

SALARY RANGE: \$18,399 - \$23,010 Per Annum (includes Anniston locality pay)

AREA OF CONSIDERATION: Students with US citizenship.

TYPE OF APPOINTMENT: Full-time temporary appointment NTE 89 days

GENERAL INFORMATION: There are multiple vacancies. **These positions are for students only for the purpose of giving students an opportunity to work in Federal agencies so they can resume or continue their education without interruptions caused by financial pressures.** A student is defined as an individual who is enrolled or accepted for enrollment as a degree (diploma, certificate, etc.) seeking student and is taking at least a half-time academic/vocational/or technical course load in an accredited high school, technical or vocational school, two or four year college or university, graduate or professional school. A student need not be attending school during the summer session. Permanent Change of Station (PCS) expenses will NOT be paid. Relocation Services for employees (DARSE) will NOT be paid. **You must provide the information required in the "How to Apply" section to receive full consideration.** Please read and follow the "How to Apply" instructions carefully. **It is the applicant's responsibility to insure all information is completed on all forms.** Use of government postage-paid envelopes to mail applications is prohibited. Applications received in government envelopes will not be accepted. Applications sent by email or fax will not be accepted. Application packages must be sent through the U.S Postal service and be postmarked by the closing date of this bulletin. **Hand carried application packages to the Civilian Personnel Advisory Center will not be accepted.** Any exaggeration of your application or any attempt to conceal information can result in your being removed from a Federal job and in barring you from seeking Federal employment in the future. Extensions to this appointment or conversions to new appointments will not be authorized.

CONDITION OF EMPLOYMENT: Direct Deposit/Electronic Funds Transfer (DD/EFT) is the standard method of salary payment for DoD civilians and you will be required to elect DD/EFT if you are selected under this recruitment bulletin. Selective Service Registration is required for male applicants born after December 31, 1959. Provide social security number under the authority of Executive Order 9397. Applicant must have reached their 16th birthday by 1 June 2006. Must be in good academic standing and maintain an acceptable school standing while employed.

DUTIES: Incumbent performs work not requiring specific skills and knowledges. Work is of routine nature while utilizing this work experience to develop good working habits and an understanding of the ethics of public employment. Assist clerical and technical workers by typing a variety of forms and rough drafts. Extracts clearly identified information such as names, identification numbers, work centers, dates, manhours, etc., from listings and documents. Information is taken from sources that are similar and data is easily located. Posts data to other forms or submits to higher-grade employee for further processing. Performs simple filing or mail distribution; tabulates and posts data provided, performs simple arithmetic procedures. Answers phone and provides routine information readily available. Services of a qualified typist are not required. Move material by hand to various locations within warehouses, parts rooms, or to and from worktables. Opens unbanded crates and boxes using common hand tools such as hammer and pry bar. Moves and arranges furniture or office equipment; collects and empties waste material in and around shop areas.

MINIMUM QUALIFICATION REQUIREMENTS: NONE

BASIS OF RATING: You will be rated on the extent and quality of your experience and training as described by you in your application. All qualified applicants will receive consideration for this position without discrimination for any reason; such as, race, religion, color, sex, age, national origin, religious beliefs, and marital status, physical or mental disability which does not interfere with accomplishment of the job, or membership or non-membership in an employee organization.

WHERE TO APPLY: Candidates must submit all documents identified below, to the Civilian Personnel Advisory Center, Anniston, AL, and postmarked no later than the closing date indicated in this recruitment bulletin to:

Commander
Anniston Army Depot
Civilian Personnel Advisory Center
ATTN: PECP-SCR-C (SCAHSTUDENT06)
7 Frankford Avenue
Anniston, AL 36201-4199

Recruitment Bulletin and forms are available via <http://www.anad.army.mil>. Once at the homepage click on "Summer Hire Program".

Students must submit the following forms:

1. Optional Form (OF) 612 (all information requested must be completely filled out) or resume (resume should include your name, Social Security Number, mailing address, home phone number, education, and describe your paid and unpaid work experience indicating the dates). **Date of birth must be included in either format used when submitting application. Place your Date of Birth (DOB) after your name (sample – Smith, Jane C. DOB: 01/01/87).** You must sign and date OF 612 or resume. The OF 612 or resume will become part of your permanent file, if selected, and must include your social security number, date of birth, and be signed and dated.

2. Verification of student's status completed by the school registrar (attached).

Applications along with the Verification of Student's Status form must be mailed together and they must be postmarked by the closing date 17 March 2006 and be received at the above address in five working days (24 March 2006) Any applications postmarked prior to the opening date will not be accepted. Hand carried copies to the Civilian Personnel Advisory Center will not be accepted. Application and supporting documents will not be returned once submitted, nor will copies be made. Employees are advised to make copies prior to submitting application documents. Please do not attach letters of reference, memos expressing thanks, copies of old appraisals, copies of position descriptions, school transcripts or training certificates, etc. Incomplete application packages may result in no further consideration for the position(s). Review your application and student status form for full completion. This includes date of birth, social security number, signature and date.

Failure to provide all the required information as stated in this bulletin may result as ineligible for further consideration.

POINT OF CONTACT: Civilian Personnel Advisory Center, Anniston Army Depot, (256) 235-7771 or email address olusola.fadairo@us.army.mil.

**SOUTH CENTRAL CIVILIAN PERSONNEL OPERATIONS CENTER
REDSTONE ARSENAL, AL**

SCAHSTUDENT06

TO: Office of the Registrar

The below named student is applying for full-time temporary summer employment at the Anniston Army Depot. Please furnish information below on identified student. All information must be completed or student may not receive full consideration for position.

STUDENT'S NAME: _____

STUDENT'S SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

1. Academic enrollment:

___ Currently enrolled/registered as a full-time student.

___ Currently enrolled/registered as a half-time student.

___ Currently enrolled/registered as a less than half-time student.

___ Not currently enrolled/registered.

NOTE: Half time is whatever the school's definition of "half time" is or one half the number of hours the school requires to be considered a full-time student. (Example: If a school requires 12 hours to be full time, then half time would be six hours).

2. Enrolled/registered for:

___ Number of semester hours for current semester, or

___ Number of quarter hours for current quarter.

3. Is student maintaining an acceptable school standing?

___ Yes ___ No ___ New student

INFORMATION PROVIDED BY: _____

(signature)

Title

School

Date